

SUPERIOR COURT OF CALIFORNIA COUNTY OF HUMBOLDT

**Job Title: Court Legal Processing Clerk I/II
Senior Court Legal Process Clerk**

**Job Class: #6202
Job Class: #6212**

Purpose: Under direction, performs a full range of court-related clerical duties in support of court operations.

Duties and Distinguishing Characteristics (Illustrative Only):

Court Legal Process Clerk I – is an entry level position in this Court Office support classification series; initially under close supervision, an incumbent in this class learns general office and specific Court policies and procedures in order to:

- Receive and examine legal documents; examine documents for completeness and conformity to requirements; return unacceptable documents; and affix seals and stamps to endorse, certify and/or file documents.
- Prepare and maintain documents; file legal documents and related case materials; retrieve and deliver files and documents to court or appropriate parties.
- Provide information regarding court procedures; answer inquiries and explain legal filing processes; explain fee and fines; assist individuals in locating material and information.
- Verify, enter, retrieve, correct, and update information in manual or automated record-keeping systems; operate standard office equipment such as typewriter, word processor, computer terminal, copy reproduction or facsimile machine, calculator and telephone.
- At the direction of the judge, prepare and issue legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; recall warrants, exonerate bail (not bail bonds), record judgments, and dismiss or seal cases in accordance with established codes and court procedures.
- Prepare a variety of documents related to court operations including court orders, court calendars, notices of hearings, court appearances, or petitions; and coordinate the flow of documents necessary for court assignments.
- Accept fines and fees; issue receipts and balance cash drawers.
- Organize own work, set priorities and ensure that critical deadlines are met.
- Organize and maintain varied general and departmental files; maintain filing systems and purge outdated materials as required; maintain tickler files and independently follow up on Court and office matters.
- May be assigned to substitute for the Courtroom Clerk on a relief basis or training and development.

This entry-level classification is alternately staffed with Court Legal Process Clerk II. An incumbent in this entry-level classification may advance to the higher level classification after gaining experience and demonstrating proficiency which meet the higher qualifications of Court Legal Process Clerk II.

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Court Legal Process Clerk II: - is the journey level classification of this series. An incumbent in this classification is fully competent to independently perform a variety of complex and detailed office and court support duties with minimum supervision and to exercise sound judgment in applying legal codes, court procedures and policies. This classification is distinguished from:

Court Legal Process Clerk I because although general procedures and guidelines are normally established by the incumbent's supervisor, day to day activities require:

- More use of initiative and independent judgment and more proficiency in the performance of the above illustrative duties; and
- Less supervision because the incumbent is fully competent to independently perform a wider range of enhanced specialized supportive services for the court.

Senior Court Legal Process Clerk because an incumbent in this journey level classification does not have the responsibility of the Senior Court Legal Process Clerk who is the lead/specialist level, providing lead direction to a small staff in addition to performing the most complex and technical work. A Senior Legal Process Clerk performs limited courtroom duties such as small claims and unlawful detainers.

QUALIFICATIONS

Judgment and Responsibility: Individuals work on an established set of tasks in accordance with pre-established policies, procedures, and standards, under the general direction of a supervisor. Individuals have no responsibility for the work of others.

Knowledge, Skills, and Abilities: General educational development at a level typically associated with completion of a general high school curriculum; basic clerical skills and knowledge of court and legal processes such as:

Knowledge of:

- Court office procedures, codes, processes and terminology.
- Basic business data processing principles and the use of word processing or personal computing equipment.
- Principles and techniques for dealing with the public, often when relations may be strained.
- Business letter writing and the standard formats for typed materials.
- Correct English usage, including grammar, spelling and punctuation
- Business arithmetic.

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Skill in:

- Explaining and applying a variety of legal terminology and concepts and technical Court procedures related to office support work.
- Organizing and maintaining accurate files and records.
- Performing detailed office support accurately.
- Prioritizing work and coordination of several activities.
- Operating standard office equipment, including a word processor and/or a personal or on-line computer.
- Making accurate arithmetic calculations.

Note: This document is intended to describe the general nature and level of work performed by individuals assigned to this job classification. It is not intended to provide an exhaustive list of all duties and responsibilities of personnel in all division and/or a location so classified, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.